

# Payroll Dialogue Minutes

July 23, 2008

## 1. Employees Taking Sick and Vacation – Jeff

Sick and vacation can NOT be used on the same day unless the sick leave is for a doctor's appointment or they have run out of sick leave and the time is coded V01\_A. Keep in mind that Vacation is up to the discretion of management.

A previously scheduled vacation can NOT be changed to sick unless: the employee contacts the department prior to the beginning of their regular shift on the first day of the vacation and requests the change or the employee was hospitalized.

## 2. Overtime and Taking Leave – Jeff

If an employee takes time off earlier in the day (came in late, long lunch) they cannot receive 1.5 OT until they have actually worked more than 8 or 10 hours during the day. Example: An 8 hour employee takes 1 hour of S01\_A for a doctor appointment and works an extra 2 hours after their shift was supposed to be over. Their time would be coded as:

S01_A	1 hour
R01	7 hours
X10	1 hour
X15	1 hour

If the employee took the day off or has left for the day and is called in to work after their regular shift, they would then receive the applicable 1.5 OT.

## 3. Status of MOU's and Reopeners – Dena

01 Local 39 – No longer receiving the stipend as of 7/1/08, getting an additional 24 hours of vacation (if employee is near or at the maximum amount of vacation they will get holiday instead)

03 FCEA – Negotiating new contract

04 FPOA – Discussing the reopener on their pay increase – should be before council soon

05 IAFF – Negotiating new contract – should be before council soon, No longer receiving the stipend as of 7/14/08

06 ATU – No current discussions

07 IBEW – Discussing the reopener on their stipend – should be before council soon

09 FPOA Mgmt – Discussing the reopener on their pay increase – should be before council soon

10 IAFF Mgmt – Negotiating new contract (1 year over due)

13 CFPEA – Discussing the reopener on their pay increase

14 CFMEA – Increase dependent on Class and Comp Study

15 FAPSS – Negotiating new contract

#### 4. Payroll Information Booklet – Dena

Dena handed copies of the booklet out to one Payroll Clerk for each division. Payroll clerks unable to attend will receive theirs through interoffice mail. Anyone else wanting a copy can either photocopy the booklet received by their division, or print it out from the Payroll Website.

The purpose of these booklets is to provide general information to the Payroll Clerks on how to do certain functions and where to get further information. These booklets can also be used as guidelines for someone filling in for the Payroll Clerk while they are out.

Updates to the pages will be sent via email and the booklet will also be kept up to date on the Payroll Website.

The best way to use this booklet is to keep it in a three ring binder so it can be easily updated and utilize tabbed dividers labeled Section 1, Section 2, etc... to keep the document organized. Emails will be sent out with updated documents and information on where the document should be placed. It will also be kept up to date on the Payroll Website in PDF form. Feel free to add your own tabbed dividers at the end of the binder and add information specific to your department throughout the book.

An example of the type of information you could add to the booklet would be in Section 4, which is about Time Entry. If your employees enter time into Kronos you may want to add a page here that describes your steps, including the name of the person (and their backups) that need to approve the time before it is sent to Kronos.

#### 5. Question & Answer Session

Q – How do I select all employees for a query?

A – Do not set criteria to limit the information.

Q – How can someone get supplemental life insurance?

A – Must be a member of one of the units that provides life insurance, then they can fill out a form (Yolanda has some) and turn it in. They can get an additional \$300,000.

Q – Are we going to get Social Security and date of birth access again?

A – Personnel has control over access to this information. If you need the information you can contact TJ Miller and she will provide it. Personnel is working on changing all of the EAFs to no longer require this information, they will let everyone know when this has occurred. All employees, including new employees should have an employee ID number to distinguish them from other employees with a similar name.

Q – If an employee has a couple of FLMA's for different reasons, can they use 12 weeks for each condition or 12 weeks total for everything each fiscal year?

A – They are limited to 12 weeks of FMLA total per fiscal year no matter how many different FLMA's they have.

Q – If an employee is out on vacation and a family member passes away while they are out, can the vacation time be changed to Bereavement Leave?

A – No, it cannot be changed to bereavement leave because the vacation had already started. If the family member passed away near the end of the vacation, and the employee needed more time to handle the arrangements, the time that the employee was supposed to be back at work could be set as bereavement. For example, the family member passes away the night before the last day of the scheduled vacation. The last day would remain vacation but the next 3 days could be charged as bereavement.

Q – Kronos "Time/Off" shows one day in the Timecard but two different days under "schedule"...Why?

A – You are not able to view the time-off in the timecard until that particular pay period is in session. When employees are allowed to enter time too far in the future, processing is slowed down so a decision was made to prevent employees from being able to go too far forward.

Q – In PeopleSoft, under "Timesheet", is there a cut off on the number of days/months/years on how far back you can view?

A – There is no cutoff on how far back you can view but there is a limit to the number of days that you can go back and make changes.

Q – Do you still earn Vacation and other leaves while out on OJI, FMLA, or SDI?

A – The answer is different for each one of these. OJI – Yes, FMLA and SDI – No unless the employee is on leave without pay for less than 80 hours in the month.

Q – Have been having a problem with making changes in PeopleSoft Self Service. Employees can log in all right but get error messages when they try to make a change.

A – We are working on why this may be happening. When it occurs, get a screenshot of the error and send it to Jeff or Dena. You can also contact the HelpDesk when this occurs and see if they can figure it out right there (they also may want to see the screen shots to help them figure it out).

Q – What paperwork needs to be included when an employee is called to jury duty?

A – Payroll needs to receive a copy of the summons and a copy of the card that shows the times they were at jury duty.

Q – Do employees on their probation period get compensated for jury duty?

A – Yes, even temporary employees get compensated if they are called in to jury duty on a day they were scheduled to work.

Q – What if an employee does not turn in their check from serving jury duty? When requested, employee states they have already cashed the check. Should they write the City a check for the amount?

A – Employees are required to turn over any money they receive for jury duty to the City. Usually this means sending the check over to Yolanda. If they have already cashed the check, they will need to write a check to the City.

Q – How soon will we be entering our own time into PeopleSoft instead of Kronos?

A – There is no set timeframe for this as the program is not ready yet.

Q – If an employee has a Dr. appointment, but the Dr. wants him off the entire day, do we charge it 10 hours of S01\_A or 4 hours S01\_A and 6 hours S01?

A – You would charge it as 4 hours S01\_A and 6 hours S01 for a 10 hour employee, it would be 4 and 4 for an 8 hour employee.

Q – When entering overtime into Kronos, do we put the whole day as overtime, or just the amount of accrued overtime?

A – The entire day should be coded as Hours Worked and Kronos will determine how much of the time is overtime.